

RLOP Executive MinutesAugust 16th, 2019 - 6:10pm**Attendance:** Tom, Erica, Sarah, Tanya, Janis, Denis**Regrets:** Jamie, Ben**Absent:** Daralyn

| Topic | Discussion/Motions | Action Needed |
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| <u>Adopt Minutes:</u> <ul style="list-style-type: none"> July 25th, 2019 | <i>*Janis moves to accept the minutes from July 25th, 2019. 2nd: Tom. All in favour (AIF).</i> | |
| <u>Reports:</u> <ol style="list-style-type: none"> Treasurer Report <ol style="list-style-type: none"> Report | <ul style="list-style-type: none"> Opening Balance (June 30th, 2019): \$9,867.98 Revenue: \$2,430.00 Expenses: \$1,013.16 Closing Balance (July 31st, 2019): \$11,284.82 Savings Account Balance (July 31st, 2019): \$19,754.74 | |
| <ol style="list-style-type: none"> General Operations (Annual) Budget | N/A | |
| <ol style="list-style-type: none"> Costume Department | N/A | |
| <ol style="list-style-type: none"> Hall Management <ol style="list-style-type: none"> Maintenance Binder | Clean Bathrooms. This was done just before the Culture Tour. | |
| <ol style="list-style-type: none"> Electrical | <ul style="list-style-type: none"> Rescheduled until August 21st & 22nd. The back room (flats) will need to be tidied. Tom will come after the Improv party while helping hands are about. | Tom |
| <ol style="list-style-type: none"> Hall Cleaning | Upon further discussion, it was decided that what we need to accomplish is doable with work parties. | |
| <ol style="list-style-type: none"> Membership Engagement <ol style="list-style-type: none"> Culture Tour | <ul style="list-style-type: none"> They had a great time. One hundred and eleven people came through. They had folks from all over the world. The posters that Kathleen did are wonderful! The tour featured a poster timeline of the RLOP, selfie booth, costume room tours and live Improv. We will send a thank you card to Kathleen. | Janis |
| <ol style="list-style-type: none"> Other | The committee is considering doing five or so workshops this year. They will work on it this month and bring ideas to the next meeting. | |
| <ol style="list-style-type: none"> Show Planning | N/A | |
| <ol style="list-style-type: none"> Grant Writing | Sarah is going to talk to Leanne (Social Curve Management) about creating a "Cadillac" website and what that might cost. The committee will look into possible grants. | Sarah |

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| 7. Organizational Development | <p>Committee met Tuesday. They started looking at our strategic objectives, observed where we are at currently and came out with four action items to start working on:</p> <p>#1) Finish the Production Manual and all relevant organizational documentation.</p> <p>#2) Talk to Leanne (Social Curve Management) in regards to creating above mentioned “Cadillac” website where we can conduct all our online needs in one place, rather than just revamping the current website.</p> <p>#3) Put together a Season Programming Timeline.</p> <p>#4) Reach out to Selkirk College to see if there are people who may be interested in helping us develop a marketing plan.</p> <p>We also discussed our ‘brand’ and how we will want to take a closer look at it. There are possibilities to rebrand.</p> | |
| 8. RCAC Partnership | Janis received an email from Renata. They have scheduled meetings over the next four months. Patricia will attend. | |
| <u>Productions:</u> | | |
| 1. Rocky Horror 2019 | Denis is unsure if we have received the \$535.00 licensing refund yet. He will look into it. | Denis |
| 2. Mainstage 2020 | <ul style="list-style-type: none"> • Nelson unfortunately only had weekdays available during our production timeline. We will need to book two years in advance. • The production team decided to add a 4th date in Trail. There will be a Friday evening, Saturday matinee, Saturday evening and Sunday matinee. Vicky from The Bailey will send Tanya a new contract. • Tanya updated the preliminary budget. She is expecting costs to be roughly \$16,790.00 • Tanya will apply for the licensing tomorrow. • Janis and Patricia have signed on as Producers. | Book Nelson 2021 (?) |
| <u>Ongoing Business</u> | | |
| 1. Website | <i>See Grants & Organizational Development.</i> | |
| 2. Orchestral | N/A | |
| 3. Golden City Days | After the success of the Culture Tour, it was decided that we should do an Open House. We will open the big front doors to show off the picture timeline, we will have the “by donation” photo booth on the stage and sell popcorn and lemonade. Tanya will contact the GCD Committee to let them know of our Open House and our photo booth location change. | Tanya |
| 4. Insurance | <i>Tabled.</i> | |
| 5. Hall Photos | Kathleen has created new posters with many of the hall photos and she has organized the loose photos by show and date. We should purchase some acid free envelopes to store the loose photos in. | |
| 6. Fundraising | <i>Tabled.</i> | |
| <u>Next Meeting</u> | Thursday, September 12th, 6:00 pm. | |
| <u>Adjourned</u> | 7:20 pm. | |